



MONTANA STATE PRISON POLICIES AND PROCEDURES

Policy No.: MSP 3.5.4	Subject: LOG SYSTEMS IN LOCKED HOUSING UNITS
Chapter 3: INSTITUTIONAL OPERATIONS	Page 1 of 3
Section 5: Special Management	Revision Date:
Signature: /s/ Mike Mahoney	Effective Date: 2/5/01

I. POLICY: It is the policy of Montana State Prison to maintain in each locked housing unit a system of permanent logs and records that adequately document the activities, programs, and visitation patterns of the unit.

II. AUTHORITY:

53-1-203, MCA. Powers & Duties of DOC.
DOC 3.5.4 Log Systems in Locked Housing Units.

III. DEFINITIONS:

None.

IV. PROCEDURES:

A complete log system enables reconstruction of all activities in the unit and may be used to defend Montana State Prison in litigation regarding conditions of confinement or for other administrative purposes. As an extension of the records specified in MSP Policy 3.1.3 "MSP Log Books" locked housing unit records are an important part of the record system at Montana State Prison.

A. The following types of logs shall be maintained in the unit or units with locked housing cells:

- Official visitors log (incoming and outgoing).
- Supervisors log (all inmate moves, unusual incidents, etc.).
- Individual inmate logs (noting meals served, leaving cell for what reason(s), etc.).

Policy No.: MSP 3.5.4	Chapter 3: INSTITUTIONAL OPERATIONS	Page 2 of 3
Subject: LOG SYSTEMS IN LOCKED HOUSING UNITS		

- Restriction log (noting any individual inmate privileges restricted due to disciplinary sanctions).
- Shakedown log (to record all shakedowns conducted).
- Medication issue log (to record all across the counter medications issued by the unit staff to individual inmates).
- Inmate razor log documenting the issue and the collection of razors by the Control Room Officer.

B. Signature/Releases/Misconduct:

1. Each log or record entry shall be signed by the officer making that entry.
2. All inmate releases from the unit shall be recorded in the unit log and on the individual log sheet.
3. Any misconduct in the unit shall be subject to the standard incident reporting system.

C. Additional Requirements/Provisions:

1. The appropriate Unit Manager is responsible to ensure these log books are present in the respective locked housing unit. Purchase of these books shall be that of the respective responsibility center (RC).
2. The respective Unit Manager shall store these logbooks in a secure area within the unit for ready reference if questions arise. After a period of one year, these log books shall be transferred to the Property Office for an additional two years of storage. If a major incident occurs during a specific log period, that log book shall be stored until all need of evidence has expired.
3. Log books shall be monitored by the Unit's chain of command to ensure that all log books meet the minimum standards required by policy.

D. Other Logs:

Policy No.: MSP 3.5.4	Chapter 3: INSTITUTIONAL OPERATIONS	Page 3 of 3
Subject: LOG SYSTEMS IN LOCKED HOUSING UNITS		

Other logs shall be maintained according to MSP Policy 3.1.3 “MSP Log Books.”

V. CLOSING:

Questions concerning this policy shall be directed to the immediate supervisor.